

This is how windream supports you with
Procedure documentation



windream

MANAGING DOCUMENTS

Comply with laws and take advantage for the company

With the audit-proof archiving of your documents by windream, you lay the foundation for a careful procedural documentation which meets the requirements. This is required by the German legislator for every company.

Our windream experts will be pleased to advise you personally on this subject.

Why procedural documentation?

Procedural documentation serves to Proof that the processing and storage of digital documents in the company meets the legal requirements.

- **the German Commercial Code (HGB)**
- **the German Fiscal Code (AO) and**
- **the GoBD are fulfilled.**

In this context, the financial authorities want to ensure that the legal standards of proper business management are also met in the digital management of documents. With your procedural documentation, you send a signal that you take the legal requirements seriously.

- ✓ **Create conditions for procedural documentation**
- ✓ **Learn how windream can support you**
- ✓ **Comply with legal requirements**
- ✓ **Understand and benefit from business advantages**
- ✓ **Get personal advice**

Your advantages with procedural documentation

In addition to fulfilling legal requirements, procedural documentation is of great value to your company. Relevant processes and the associated facts (e.g. roles and competencies of employees) are clearly documented and can be viewed at any time. The induction of

new employees is simplified and optimization potential and sources of error in the processes can be uncovered more quickly. All in all, you write down and save valuable corporate knowledge and make it permanently available.

In short, procedural documentation not only makes sense from a legal perspective, but also offers your company many advantages.

Why windream?

With the option of audit-proof archiving of your documents, windream makes a valuable contribution to compliance with these laws. The aim of our consulting is to create a clear awareness and understanding of the requi-

rements of a procedural documentation, to help you with the implementation and to show you possibilities how our software solution can support you.



windream experts advise you personally

We do not only want to support you with our ECM-system for procedural documentation. Our windream experts will also be pleased to advise you in a personal conversation. So feel free to contact us and make an appointment. We are looking forward to meeting you.


Rely on the Technological Market Leader

If you plan to invest in an innovative, efficient and easy to handle ECM-system, or if you need further information on how to optimize your business processes concretely, we should get to know each other.

In the market sector of ECM-software suppliers, windream GmbH is the technologically leading manufacturer. With the windream ECM-system based on the patented Virtual File System technology (VFS), we have created an unrivaled tool for administering your complete company knowledge. Our software is easy to handle, effective, and future-proof. We have 20 years experience in successful software solutions development for enterprises of any size. Medium-sized companies and multinational corporations as well rely on our top quality products and on our technological know-how.

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